US ARMY FINANCIAL MANAGEMENT COMMAND

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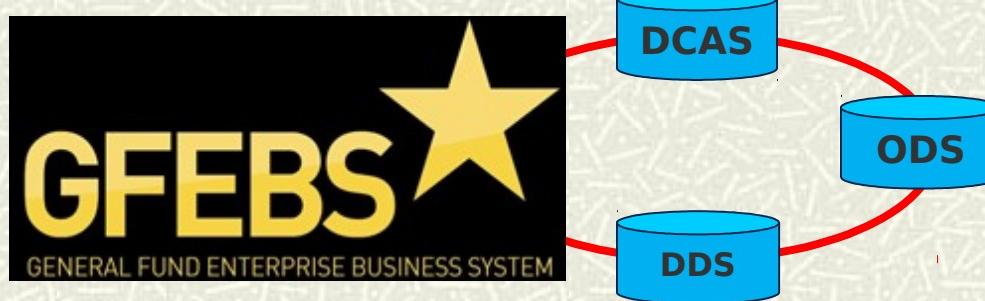
GFEBS Access and Familiarization

United States Army Financial Management Command (USAFMCOM)
Operational Support Team

Action, Conditions and Standard

- **ACTION:** log into the General Fund Enterprise Business System (GFEBS) and effectively navigate the Training Environment and applicable training materials

- **CONDITIONS:** given access to the USAFMCOM GFEBS Training Environment and Army Knowledge Online (AKO) website

- **STANDARD:** identify and navigate through the different elements and options offered in the main screen of the General Fund Enterprise Business System (GFEBS), the Performance Support Website (PSW) and additional training materials. Utilize shortcuts/tips and successfully access training, walkthrough and job aid materials for each transaction.

Agenda

► **GFEBS Access and Login**
- ► Saving the GFEBS page to AKO favorites
- ► Accessing GFEBS through AKO favorites
- ► GFEBS Access Screen
  - ► Performance Support Website (PSW)
  - ► GFEBS environment Log-In

► **GFEBS Main Body screen and Menus**
- ► SAP Easy Access- User Menu
- ► SAP Easy Access- SAP Menu
  - ► Adding/Changing and accessing Favorite Transactions
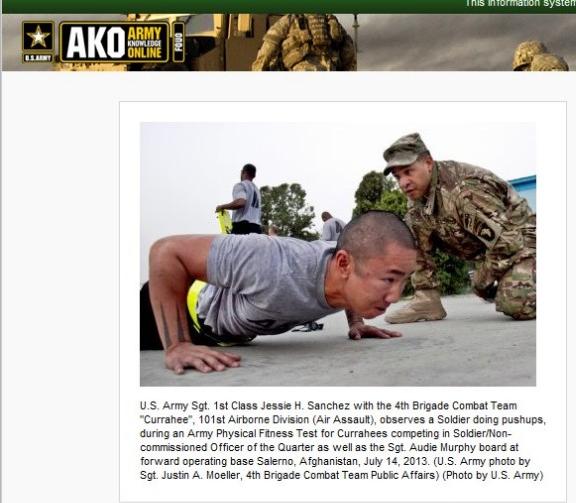
Agenda

► Command Codes, Transaction Codes, Shortcuts and Tips

   ► Command and Transaction Codes

   ► System shortcuts

   ► Status bar Messages

   ► Messages (Error)

   ► System Tips

► Search and Input Field assistance Tips

   ► Search Windows and Wildcards

► **GFEBS additional Training tools and resources**

   ► milWiki

   ► GFEBS Public Files

► **Useful Links**

GFEBS Access and Login

AKO/GFEBS Access

URL: https://www.us.army.mil

NOTE: You will not have access to the GFEBS Portal unless you have been properly provisioned

AKO/GFEBS Access (Cont'd)

NOTE: *You will not have access to the GFEBS Portal unless you have been properly provisioned*

AKO/GFEBS Access (Cont'd)

Adding the GFEBS Page to your "Favorites" for easy access

GFEBS Login procedures

Accessing GFEBS through the "Favorites Menu"

GFEBS access Screen

The Performance Support Website (PSW) allows you to access GFEBS simulation and walk-through training materials by course name, course topic, and by role.

Access to the GFEBS Training Portal (TED) and/or production

GFEBS access Screen (Cont'd)

Performance Support Website (PSW)

Expand the menus to view the available options for each course name, course topic, and by role. Click the "+" signs to expand

GFEBS access Screen (Cont'd)

Performance Support Website (PSW)

GFEBS
- **GFEBS Training Courses**
  - Cost Management
  - Equipment and Assets
  - Financials
  - Funds Management
  - General
  - Plant Maintenance
  - Project Systems
  - Real Property
  - Reimbursables
  - Spending Chain
    - L250E Acquisition Process Overview
    - L251E Accounts Payable Process Overview
    - L451E Material and Vendor Master Data Maintenance
    - L452E Purchase Requisitioning and Approval Workflow
    - L453E Purchase Orders and Contracts
    - L454E Goods Receipt Processing
    - L455 Invoice Processing
      - Application Tutorials
      - Job Aids
      - User Procedures

Application Tutorials

Listed navigat...

Job Aids

Listed more i...

User Procedures

Listed below are topics discussed within the User Procedures category. Click a topic to navigate to more information.

- **Add Misc Pay Invoice Attachment User Procedure**
- **Cancel Invoice Document User Procedure**
- **Change Document User Procedure**

Application Tutorials: step-by-step interactive transaction simulations

Job Aids: step-by-step in-detail transaction walkthroughs

User procedures: step-by-step explained transaction based on the Job Aids (shorter and more concise)

GFEBS Additional Training Tools and Resources

milWiki Training Site

GFEBS Knowledge Management Portal

GFEBS Leverages milSuite Knowledge Management Tools

GFEBS is now using milSuite in conjunction with AKO to support the GFEBS user community. milSuite Solution is proper DoD Knowledge Management suite of capabilities dedicated to the use of Web 2.0 and and professional networking across the AKO/DKO community. GFEBS has leveraged these community. As a GFEBS user, you can receive Project and sy GFEBS users when you join the GFEBS milBook group. The GFEBS milWiki Portal is quickly cluding job aids, CONOPS, Lessons Learned, and much Favorites! Users can now follow GFEBS news and events via the GFEBS milBlog page.

For your convenience, here are some tips and tricks for accessing and navigating the milSuite capabilities. You can access the milSuite tools by click the links in the text above or clicking on the images below.

1 Shortcut to the milWiki Portal

Shortcuts to specific sections of the milWiki Portal

NOTE: *This may be accessed through the AKO GFEBS home page (middle portion)*

NOTE: *Users must first register to the "milSuite" portal in order to gain access to the training materials. See next slides.*

YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS) THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

- At any time, the USG may inspect and seize data stored on this IS.

- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.

- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.

- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential.

- This site is not approved for Personally Identifiable Information (PII). If you suspect PII, please contact milsuite.mil@us.army.mil. For more information on PII, review DoDD 5400.11, the DoD Privacy Program.

By clicking the "I AGREE" button below, you're accepting the terms and conditions mandated above

2 I AGREE

Trouble Logging In?

milWiki Training Site (Cont'd)

Requesting Access

Sorry, but we had trouble verifying your account on milSuite.

Below are a few common reasons a user may experience trouble logging into milSuite.

Do you have a milSuite Account?

If this is your first time accessing milSuite, you will have to register for an account. With milSuite registration you will join a com professionals working together and colabo

Click here to register!

If you ... trouble with registration, ...

1

Windows Security

Confirm Certificate

Confirm this certificate by clicking OK. If this is not the correct certificate, click Cancel.

Last.First. 1111.....
Issuer: DOD CA-32
Valid From: 4/1/2014 to 2/15/2015
Click here to view certificate prope...

OK   Cancel

2

First Name:	your data
Middle Name:	your data
Last Name:	your data
Enterprise Username:	your data
Telephone Number:	your data
E-mail:	your data
CAC Serial:	your data
CAC CA:	your data

Create New Account

3

NOTE: *It may take up to 10 minutes for your account to be activated in the system.*

Verify your information and create the account

milWiki Training Site (Cont'd)

Website breakdown

GFEBS news, key links and latest information

GFEBS Class information and schedules

Lessons Learned

Various online transaction walkthroughs

Access to GFEBS guidelines

Location and duty specific Job Aids

Other milWiki Resources

Helpful training resources and websites

GFEBS Login procedures (Cont'd)

CAC Access

GFEBS ★

WARNING! This computer is the property of the United States Department of Defense and may be accessed only by authorized users. Unauthorized use of this system is strictly prohibited and may be subject to criminal prosecution. The Department may monitor any official or personal activity or communication on this system and retrieve any information stored within this system. By accessing and using this system... monitoring and information ret... limited to, a properly authorize... investigation; information syste... inspection, investigation, or inq... investigation. Users have no ex... information, either official or pe... system, including information s... used with this computer to incl... devices.

CAC Login

1

NOTE: *The PSW Page may be left open while running the GFEBS page*

Windows Security

Confirm Certificate
Confirm this certificate by clicking OK. If this is not the correct... click Cancel.

Last.First. 1111.....
Issuer: DOD CA-32
Valid From: 4/1/2014 to 2/15/2015
Click here to view certificate prope...

OK   Cancel

2

ActivClient Login

ActivIdentity
ActivClient

Please enter your PIN.

PIN   ********

OK   Cancel

3

GFEBS Main Body Screen and Menus

GFEBS Main Body screen – As seen in Production

Welcome

GFEBS Home | ERP | Business Intelligence
Home

To exit the Main Body screen, click on the "ERP" tab to access GFEBS (only available in the production database).

Detailed Navigation
- Welcome
- Universal Worklist

Welcome to GFEBS!

Tuesday, 24 June

ALERT: GFEBS BI Data Updates Delayed – 24 June 2014

Attention: GFEBS BI Users

How this affects you: GFEBS is updating the data [...] Intelligence (BI) reports. Please be aware that until t[...] will reflect the last update made yesterday, 23 June 2[...] inconvenience this may cause, and will notify users o[...]

Important system announcements

Shortcuts to up-to-date training materials

Available Resources

This information system is approved for UNCLASSIFIED//FOUO data

Here are some resources to help with day-to-day activities:

GFEBS Performance Support Website (PSW) - A compilation of training guides and simulations, [...] and job aids necessary to perform GFEBS job functions.

[...] - A website that hosts the GFEBS Computer-Based

[...]wiki - Portal: GFEBS

Support

For any questions related to the system, please contact the GFEBS Help Desk via GFEBS Self-Service Home, by phone, or by email:

Phone: 1-866-757-9771 (+ 1 541 429 6442 internationally)

Email: Army.GFEBS.Helpdesk@mail.mil

Hours of Operation: 24-7

Create new, view and update current requests via GFEBS Self-Service Home (NIPRNET access required): remedyweb.gfebs-erp.army.mil

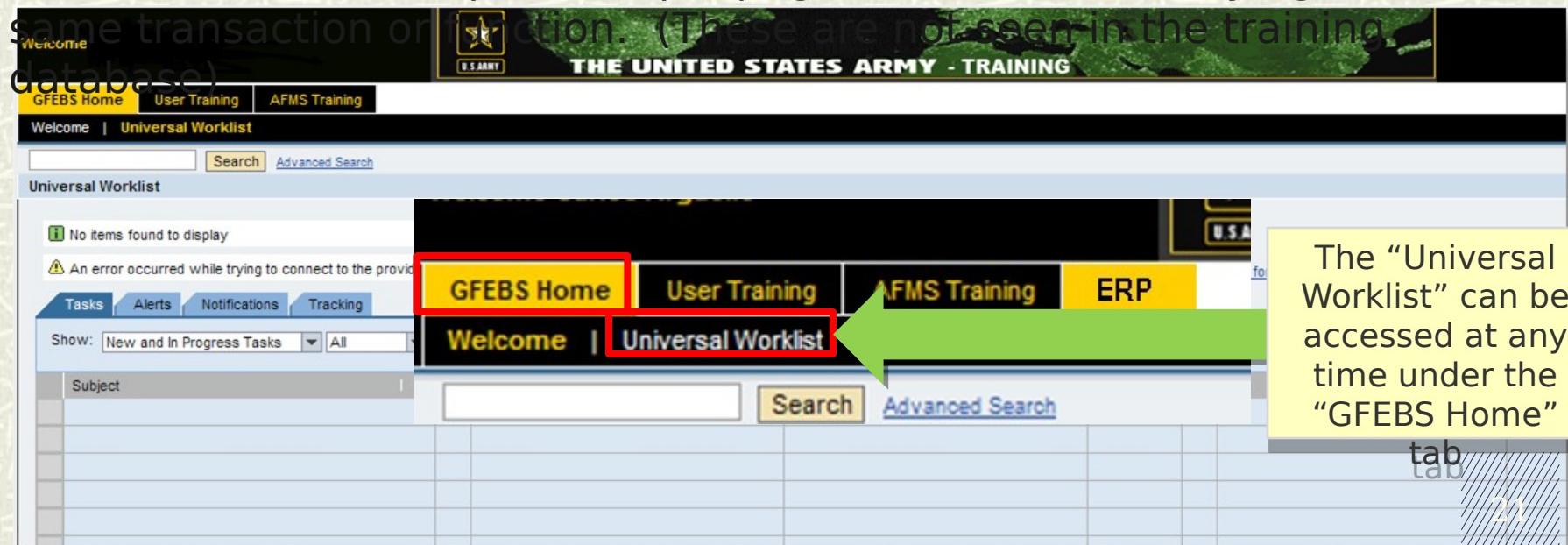GFEBS technical support information

Upcoming DCOs/Hotlines

Note: This screen is only seen in the Production (real-life) GFEBS environment.

GFEBS Universal Worklist

 The Universal Worklist is another screen accessed from the GFEBS Home page tab. The worklist maintains a running list of all work items assigned to a particular user at a particular time. The user is one of the recipients of each of the work items.
On the Universal Worklist screen below, notice the tabs located along the top. Similar tabs appear in other areas of GFEBS. The tabs enable the user to view and/or input multiple pages of data while staying in the same transaction or function. (These are not seen in the training database)

Welcome

THE UNITED STATES ARMY - TRAINING

GFEBS Home | User Training | AFMS Training

Welcome | Universal Worklist

Search | Advanced Search

Universal Worklist

[i] No items found to display

⚠ An error occurred while trying to connect to the provid

Tasks | Alerts | Notifications | Tracking

Show: New and In Progress Tasks | All

Subject

GFEBS Home | **User Training** | **AFMS Training** | **ERP**

Welcome | **Universal Worklist**

Search | Advanced Search

The "Universal Worklist" can be accessed at any time under the "GFEBS Home" tab

Systems Application and Products in Data Processing (SAP) Easy Access - User Menu

Menu Tool Bar

Welcome Tameria O'Dell | U.S.ARMY | THE UN...NG | Help Log off | GFEBS

Operational

TED-359

Search Advanced Search

TED-359 | History Back Forward
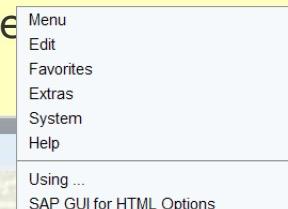
Clicking "Help" will open the PSW in a separate window

SAP Easy Access - User Menu for Tameria O'Dell

Menu ▲ | ◄ | Log off | System ▲ | User menu | SAP menu | SAP Business Workplace | Add to Favorites | Delete Favorites

▶ ☐ Favorites
▶ ☐ User Menu for Tameria O'Dell

Menu tool bar: The Menu Toolbar is dynamic and will differ depending on the transaction. This example shows the Command field on the toolbar; however, at times this field is collapsed. The Command field accepts both commands and T-codes. Spending Chain Transaction and Command Codes Job Aids will be discussed during this class. The black lower right corners on buttons (see example below) indicate a .....enu. This conve.......hroughout GFEBS.

Menu

Menu
Edit
Favorites
Extras
System
Help

Using ...
SAP GUI for HTML Options

SAP | ▶ | TED (359) | saptedci

21

SAP Easy Access - User Menu (Cont'd)

Welcome Tameria O'dell

Log Off (closes Portal session)

Log off

GFEBS

Options Icon: enables the user to open multiple sessions at one time (it is recommended that a user not have more than three sessions open at once), add favorites to internet Browser and Portal favorites.

TED-359

History Back Forward

Open in New Window
Personalize
Details
Add to Browser Favorites
Add to Portal Favorites

SAP Easy Access - User Menu for Tameria O'Dell

Menu ▲ | ◄ | Log off | System ▲ | User menu | SAP menu | SAP Business Workplace | Add to Favorites | De

▶ 🗀 Favorites

▶ 🗀 User M...   er

Log Off (closes GFEBS session)

Buttons to toggle between "User Menu" and "SAP Menu".

Field utilized for Command code entry, Transaction code navigation, report request, etc. (most utilized)

Status Bar: displays information such as system and input error messages

System	TED (359)
Client	359
User	1082692149
Dynpro	SAPLSMTR_NAVIGATION/0101
Transaction	SMEN

System information: displays transaction being processed, system

❶ Enter Purchasing Org.

SAP

TED (359) ▣ ▲ | sapte...

SAP Easy Access - SAP Menu

SAP Navigation pane

Expand the menu by utilizing the Black arrows for navigation
▶ Unexpanded
▼ Expanded

The Navigation pane (or panel) shows the user's Favorites, User Menu (transactions and reports available to the user based on roles assigned), and SAP menu.
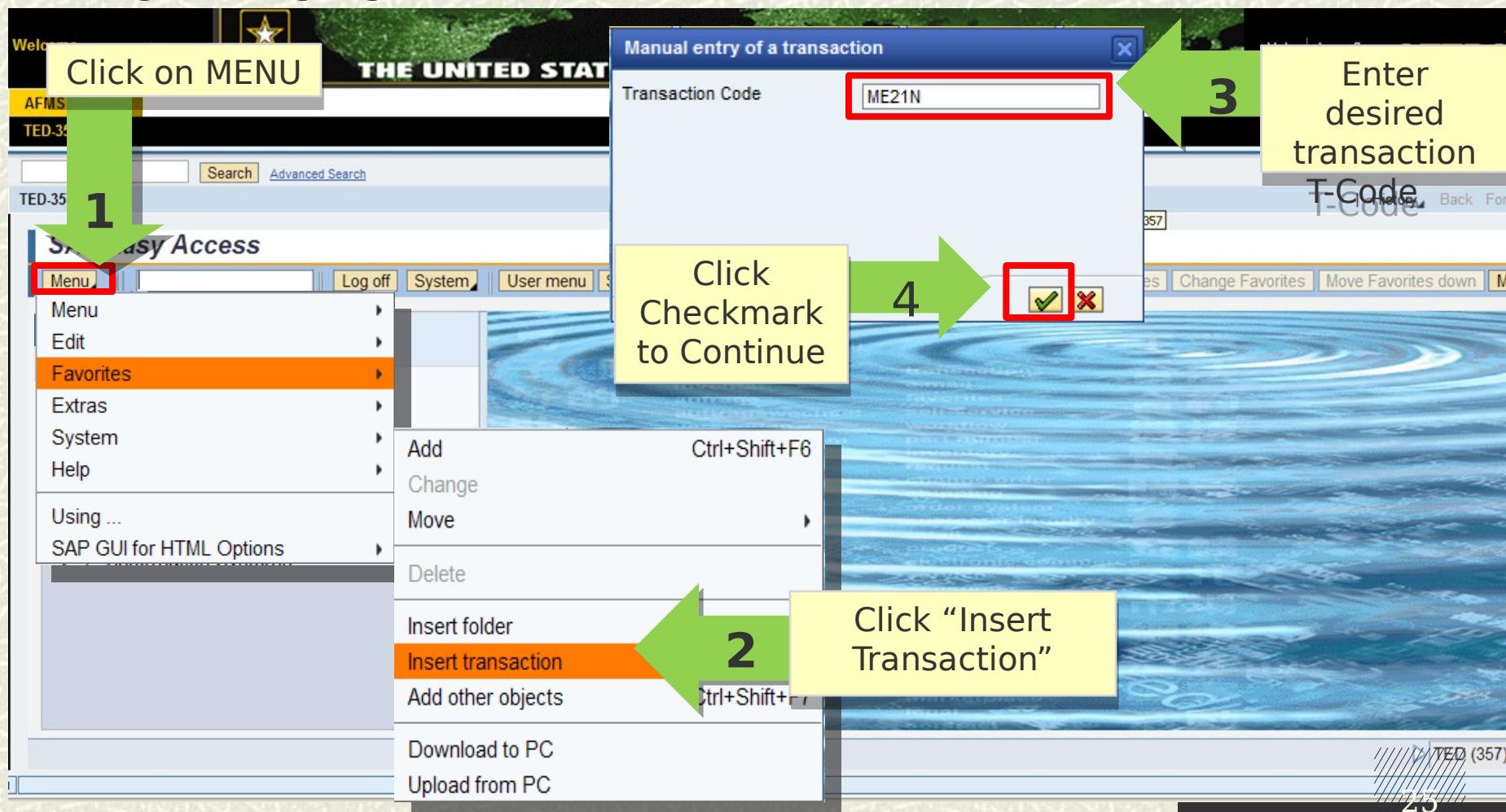
SAP Easy Access - SAP Menu

Adding/Changing Favorites (most commonly processed transactions for us

Click on MENU

1

Manual entry of a transaction

Transaction Code | ME21N

3

Enter desired transaction T-Code

Click Checkmark to Continue

4

SAP Easy Access

Menu | Log off | System | User menu | Change Favorites | Move Favorites down

Menu
Edit
Favorites
Extras
System
Help

Using ...
SAP GUI for HTML Options

Add   Ctrl+Shift+F6
Change
Move
Delete
Insert folder
Insert transaction
Add other objects   Ctrl+Shift+
Download to PC
Upload from PC

2

Click "Insert Transaction"

TED (357)

SAP Easy Access - SAP Menu (Cont'd)

Adding/Changing Favorites *(most commonly processed transactions for us...*

The saved favorite will appear in both the Favorites and the SAP menus. Although a different definition may display, the T-code is the same. When double-clicking on the favorite, this will navigate the User directly to the saved transaction code.

SAP Easy Access - SAP Menu (Cont'd)

Click on the User Menu button.

Only the Technical Name of the T-Code will display.

To display the T-Code and Technical Name.

SAP Easy Access - SAP Menu (Cont'd)

Search Advanced Search

TED-359

SAP Easy Access - User Menu for Tameria O'Dell

Menu ▲ [ ] ◄ | Log off | System ▲ | | User menu | SAP menu | SAP Business Workplace | Add to Favorites | Delete Favorites | Change Favorites | Move Favorites down | Move Favorites up |
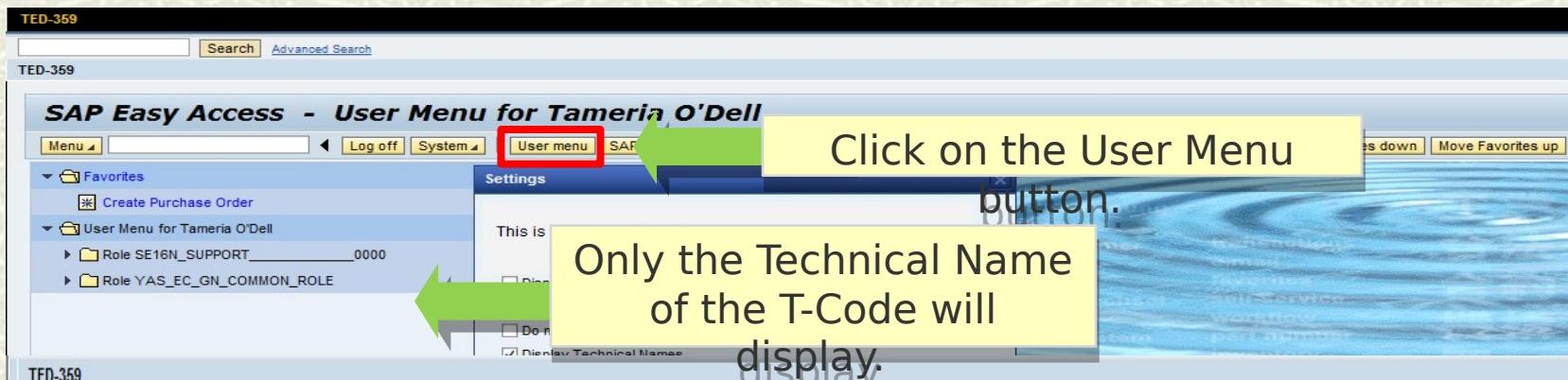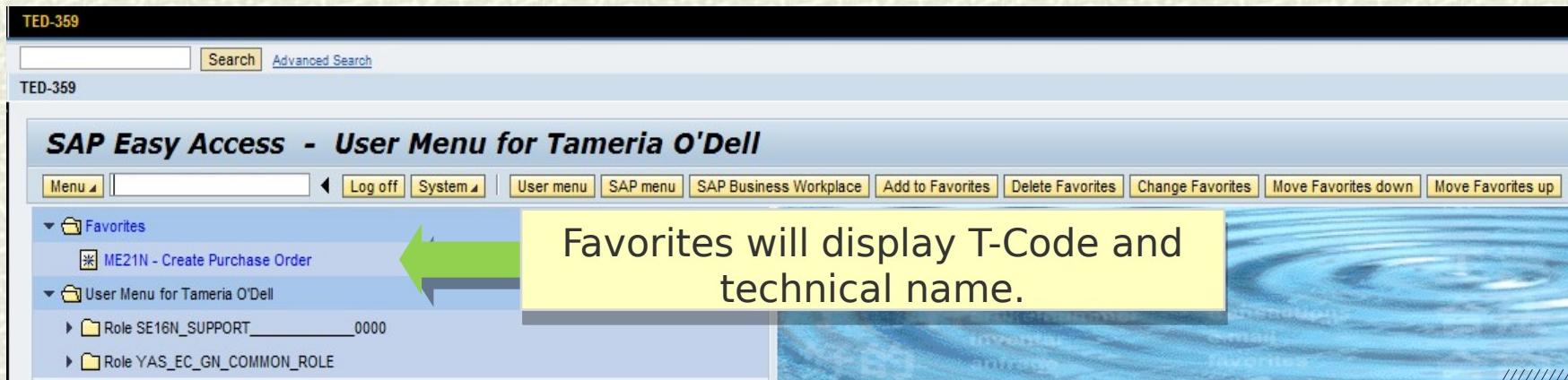
- ▼ 🗀 Favorites
  - ✳ Create Purchase Order
- ▼ 🗀 User Menu for Tameria O'Dell
  - ▶ 🗀 Role SE16N_SUPPORT_____0000
  - ▶ 🗀 Role YAS_EC_GN_COMMON_ROLE

Settings

This is used to specify settings

- ☐ Display Favorites at End of List
- ☐ Do not display menu, only display favorites
- ☐ Do not display picture
- ☑ Display Technical Names
- ☐ Show First Level

✓ 🔲 📄 📄 ✖

Select Display technical names then the green checkmark.

TED-359

Search Advanced Search

TED-359

SAP Easy Access - User Menu for Tameria O'Dell

Menu ▲ [ ] ◄ | Log off | System ▲ | | User menu | SAP menu | SAP Business Workplace | Add to Favorites | Delete Favorites | Change Favorites | Move Favorites down | Move Favorites up |

- ▼ 🗀 Favorites
  - ✳ ME21N - Create Purchase Order
- ▼ 🗀 User Menu for Tameria O'Dell
  - ▶ 🗀 Role SE16N_SUPPORT_____0000
  - ▶ 🗀 Role YAS_EC_GN_COMMON_ROLE

Favorites will display T-Code and technical name.

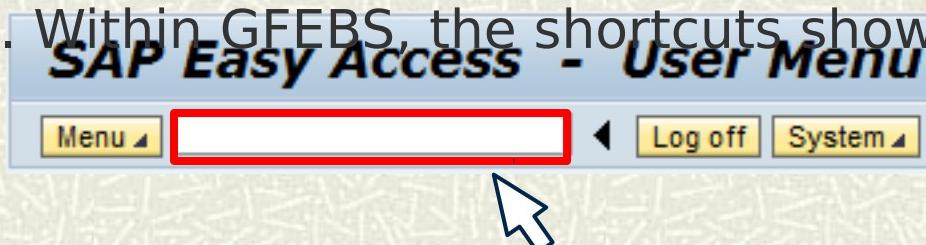# Command Codes, Transaction Codes Shortcuts

Command and Transaction Codes

GFEBS uses command codes, transaction codes (T-codes) and shortcuts to relay instructions to the system. T-codes and command codes are slightly different.

A T-code is a unique identifier attached to each transaction in SAP. A command code is the text typed into the Command field in order to access a transaction. It consists of the T-code when the user is on the home screen (the SAP Easy Access Menu) or of the T-code and a prefix if the user is currently working within a transaction.

With any system, shortcuts are popular with users. These shortcuts are keys or key combinations that command the system to take action. Within GFEBS, the shortcuts shown below are available.

SAP Easy Access - User Menu

Menu ▾ | ◀ | Log off | System ▾

Command and Transaction Codes

Command Code	**Action**
SAP Easy Access — `Menu ▾` **ME23N**	➢ Takes the user to the associated transaction if currently at the SAP Easy Access Menu. In this case, display a PO.
SAP Easy Access — `Menu ▾` **/N**	➢ Ends the current transaction and returns the user to the SAP Easy Access Menu (the water screen)
SAP Easy Access — `Menu ▾` **/NMIRO**	➢ Ends the current transaction and starts a new specified transaction. In this case, an Invoice.
SAP Easy Access — `Menu ▾` **/O**	➢ Displays an overview of the open sessions.
SAP Easy Access — `Menu ▾` **/OMIGO**	➢ Starts a new session with the specified transaction while keeping the current session open.
SAP Easy Access — `Menu ▾` **/I**	➢ Closes the active session.
SAP Easy Access — `Menu ▾` **/Nend**	➢ Ends the current transaction and prompts the user to log off SAP.

NOTE: *Mission Specific Transaction Codes will be covered in depth during*

Types of Transaction Codes

GFEBS uses numerous T-codes. Some will become familiar to the user due to frequency of use. Those T-codes are recommended for the user's Favorites list. The following hints may assist in understanding T-codes that are less familiar. These hints are guidelines and not true in all cases.

T-Code ending in:	The T-Code will:	Example
1	**Create** a new transaction.	XK01 – **Create** Vendor
2	**Change** a saved transaction	XK0**2** – **Change** Vendor
3	**Display** a transaction.	XK0**3** – **Display** Vendor

Transaction Codes for Reports will usually start with the letter "S".
Example: **S**_P99_41000099 – Payment List

NOTE: *Mission Specific Transaction Codes will be covered in depth during*

System Shortcuts

With any system, shortcuts are popular with users. These shortcuts are keys or key combinations that command the system to take action. Within GFEBS, the shortcuts shown below are available.

Action	Shortcut
Back	F3
Cancel	F12
Choose	F2
Copy	Ctrl + C
Create	F6
Cut	Ctrl + X
Display/Change	F7
Exit	Shift + F3
Help	F1
Last Page	Ctrl + Page Down
Next Page	Page Down

Action	Shortcut
Page Up	Ctrl + Page Up
Paste	Ctrl + V
Possible Values	F4
Previous Page	Page Up
Save	F11 (from within a transaction)
Tab left	Shift + Tab
Tab right	Tab
Undo	Ctrl + Z
Up, down, left, right	Arrow Keys

System Tips

In order to gain more input space within the screen, use the F11 function key to "minimize" the webpage header. The same procedure will return the screen to its normal state and size.

"Single-Click" on the Green portion of the Header, then press F11

Status Bar Messages

When processing or saving transactions, the Status bar will return different messages in the Status Bar at the lower left-hand corner of the screen, including:
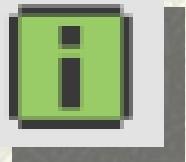
Information messages: these messages indicate that the entry has been accepted and is displayed as a green button with a lower case letter I in it.

Warning messages: these messages indicate that the data may contain errors but does not prevent you from processing a transaction. Warning messages are displayed as a yellow button with an exclamation ("!") mark.

Error messages: these messages indicate that there is a mistake that must be corrected before you can proceed to the next screen. Error messages are displayed as a red button with an exclamation point ("!"). GFEBS will not let you continue until you correct the entry.

Messages (Error)

When processing a transaction, the system will notify the user if input data is missing, inaccurate or it fails system checks prior to processing. The user will be unable to save the work unless these indicators are cleared by making additional input or the necessary corrections. The Icon may appear in multiple portions of the transactions screen; all errors must be cleared prior to saving the transaction. These errors are also known as "Hard Stops".

If this icon is present in any field, the user must make the necessary corrections.

Messages (Error) (Cont'd)

Click on the Icon. This will prompt the system to display the error specifics (the errors would've appeared automatically upon an attempt to "Save" or "Check")

Place a check mark next to the desired error needing correction (multiple can be checked)

2

Messages

p	Message text		LTxt
	Item 10		
	Requester/Approval DODAAC is mandatory. Customer Data->Workflow		
△	No Approvers found for PR. Please contact WF Approvers Administrator.		
	Can delivery date be met?		
●	Enter a quantity		
✓ ●	Please enter material number or account assignment category		⊘
	Item 10 Acct Assgt		
●	No commitment item entered in item 00010 ARMY		⊘

✓ ✎ Edit ⊘ ⁊ Technical Information ◄◄ ◄ ► ►► ▽ 🖶 ▽ 🖹 🖩 🖺 🖶 🖩 🖺 🔟 🗙 4 △

3

Performance Assistant

← → ⊘ ⁊ ✎ ⁊ 🖩 🖹 🖶 🖶 🖹 🖶 🗙

Please enter material number or account assignment category

Message no. 06026

Diagnosis

You have entered neither the **material number** nor the **account assignment category** in the item. An item representing a material without a **master record** (i.e. no material number is specified) or a service must have an account assignment category.

Double clicking on a specific error will display a suggestion to fix the error.

1

Click "Edit" to correct errors. By selecting this option, the system will take the user directly to the erroneous field

Correct input error or input missing data

4

🖶 🖩 🖩 🖩 ▽ 🖹 ∑

A	l	Material	Short Text
		1 🔲	

Search and Input Field Assistance Tips

F1 Key- Specific input field assistant

NOTE: Use T-CODE ME21N

"Single-Click" in the input field you require assistance with then press the **"F1"** function key

Input Fields in all screens will have this help option

Specific Field data input and search

Purch. Org.

Welcome Tameria O'dell

THE UNITED STATES ARMY - TRAINING

Operational
TED-359

Search | Advanced Search
TED-359

Standard PO | Vendor
Document Over...

Delivery/Invoice | Conditions | Texts | Address | Comm... | Partners

Purch. Org.
Purch. Group
Company Code

Purchasing Organization (1)

Restrictions

POrg	≡	Purch. Org. Descr.
ARMY		US Army Purchasing
0001		Einkaufsorg. 0001

PO Qua... | OUn C Deliv. Date | Net Price | Curre... Per | OPU... ... | Plnt | Stor. Location

If the data is known, it may be input directly into the desired field (the system will accept it if the data has already been staged in the database).

If the data is unknown, most fields will offer a Search option

Click the "Search" button, (the SAP name for this icon is Match Code). One of two options will appear based on the field. The amount of returns will dictate which option is given to the user. 1. Select the data. 2. Search the database for the desired data.

Note: *The F4 key may also be used to prompt the Search windows*

Default Values | Addl Planning

Item Detail

Search windows and Wildcards

Restrict Value Range (1)

Tabs: Vendors (General) | **Vendors by Country/Company Code** | Vendors by Company Code

Field	Value
Country	
City	
Search term	
Name	
Vendor	
Company Code	
Maximum No. of Hits	500

Search windows will offer various options based on the selected field. The criteria may be different for each Field.

-The icon on the right side of the tabs will allow you to select a list of tabs available.

-Items with this icon will display a list of available options when clicked. Double click the desired option and the box will fill.

41

Search windows and Wildcards (Cont'd)

examples utilizing the "Vendor Search" Search window

There are instances when a search is required, but the user does not have detailed information with which to search. In these cases, a wildcard can be used. The wildcard replaces one or more characters in the search criteria. The wildcard can also represent no character. The asterisk **(*)** is the character used as a wildcard in GFEBS.

Partial Criteria Surrounded by Wildcards:

company - when input in the "Name" field on the search criteria screen, this will produce all Vendors with the word "company" within their name.

Name			
Company			X

Cty	▲	City	Search...	Name 1	Ven...
AU		CAMDEN PARK	Z1H26	ACE CHEMICAL COMPANY	Z1H26
AU		KENSINGTON	ZAC77	ABATE SAFE COMPANY	ZAC77
AU		KINGSGROVE	ZW840	3E SERVICE COMPANY PTY LT	ZW840

Partial Criteria ending in a Wildcard:

4623* - when input in the "Postal Code" field, this will produce all Vendors with a Zip Code starting with the provided data.

Postal Code	4623*

SearchTerm	▲	PostalC...	City	Name 1	Ven...
0035N		4623	GUNSKIRCHEN	BOMBADIER ROTAX GMBH MOTO	0035N
00BL3		46231-0000	INDIANAPOLIS	EMS HERRITAGE LABORATORIE	00BL3
00MG4		46239-1048	INDIANAPOLIS	ASSOCIATED MATERIAL HANDL	00MG4
00S11		46237-0000	INDIANAPOLIS	ABC CUTTING CONTRACTORS I	00S11

Search windows and Wildcards (Cont'd)

examples utilizing the "Vendor Search" Search window

Partial Criteria Preceded by a Wildcard:

*city - when input in the "City" field, this will produce all Vendors located in   cities with the word "city" at the end of their name.

City	*city

SearchTerm	⩯	PostalC...	City	Name 1
006Q6		08401-0000	ATLANTIC CITY	UNIVERSAL SAFETY CO
008C8		08401-0000	ATLANTIC CITY	HISPANIC VENTURES INC
00GZ2		35010-0000	ALEXANDER CITY	CONTEMPORARY TAX AND ACCO

Non-consecutive Partial Criteria with Wildcards:

jo*n* - when input in the "Name" field, this will produce all Vendors with the letters JO and N within their name (in that order).

Name	jo*n*

Cty	⩯	City	Search...	Name 1	V...
AU		SYDNEY	ZS860	JOAN BARRY THEATRICAL SUP	ZS860
BE		ALKEN	B6210	JO GOVAERTS NV	B6210
CA		TORONTO	L4485	JOAN ROBERTS CONSULTING	L4485

Note: The previous examples showed names, but the same rules hold true for placement of wildcards in numbers. SFIS and GFEBS codes composed of numbers may be searched utilizing the above examples.

System Tips Handout

➢ Never utilize the browser "BACK" button while in the GFEBS environment. It will cause the "Webpage to Expire"

➢ When needing to go back to the previous screen, utilize this button not the browser back button

➢ Using the "TAB" key is the best way to navigate through input fields. TAB will move the cursor to the next available field; "Alt + TAB", to the previous field.

➢ Active fields or fields that your cursor is in may be highlighted in orange.

➢ Required fields must be completed to process a transaction and are usually denoted by a checkmark.

➢ Dates are displayed and entered in MM/DD/YYYY format

➢ This icon Collapses menus

➢ This icon Expands menus

System Tips Handout (Cont'd)

Conditions

➢ This particular TAB indicates there are multiple TABS not shown on the particular Header.

➢ These ICONS will allow the user to navigate from TAB to TAB (left to right and vice versa). Clicking the folder will allow the user to select a specific TAB not shown on the menu.

Delivery/Invoice
Conditions
Texts
Address
Communication
Partners
Additional Data
Org. Data
Status
Customer Data

GFEBS useful Links

GFEBS Home Page

http://www.gfebs.army.mil/

Army Knowledge Online (AKO)

https://www.us.army.mil

Performance Support Website (PSW)

https://trgdelep.gfebs-erp.army.mil/rwdhelp/nav/index.htm

milWIKI

https://www.milsuite.mil/wiki/Portal:GFEBS

Theater Financial Management Support Center/POC

https://www.milsuite.mil/wiki/Theater_Financial_Management_Support_Center/POC